



Faculty of Library and Information Science

Teaching & Examination Scheme of B.Lib. & I.Sc. Course

Paper Code	TH/PR	Title of the Paper	Hours per week			Marks Distribution						Total Marks
						Internal Assessment		External Assessment				
						Assignment Marks		Theory Marks		Practical Marks		
			L	T	P	Max	Min	Max	Min	Max	Min	
BLS-101	TH	Foundation of Library & Information Science	4	-	-	20	8	80	32	-	-	100
BLS-102	TH	Management of Library & Information Centres	4	-	-	20	8	80	32	-	-	100
BLS-103	TH	Knowledge, Organisation and Processing (Theory)	4	-	-	20	8	80	32	-	-	100
BLS-104	TH	Knowledge, Organisation and Processing (Classification & Cataloguing Practice) DDC19th	4	-	-			100	40	-	-	100
BLS-105	TH	Documentation and Information Retrieval	4	-	-	20	8	80	32	-	-	100
BLS-106 BLS-106-A BLS-106-B BLS-106-C	TH	ELECTIVE* Information Technology: Basic ICT and Library Automation Introduction Information & Communication Technology	2	-	2	20	8	80	32	-	-	100
BLS-107	TH	Reference Service and Sources of Information	4	-	-	20	8	80	32	-	-	100
BLS-108	PR	Viva Voce, Computer Practical, Tour Report/Field Work/Survey Report (Minor Project)	-	-	4	-		50(Report) +50(Viva-Voce)	40	-	-	100
Total			32			120		680				800



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B. Lib & I. Sc.

Course	Subject Title	Subject Code	Credits		
			L	T	P
B. Lib & I.Sc.	FOUNDATION OF LIBRARY & INFORMATIONSCIENCE	BLS- 101	4	-	-

Course outcome:

After completion of this course, the student will be in a position to understand the definition, history and purpose of the library. The students will be in a position to draft library legislation for a state. Further, they will be aware of the role of professional associations and the standard professional ethics of librarianship.

Unit - I

Social and historical of library. Five laws of Library Science types and functions of libraries with special reference to National Library (Calcutta) Library of congress (Washington) and British Library (London), Role of library in formal and informal Education.

Unit - II

Library Movement in India: UK and USA, library development plant and programmers in India after independent Role of library in Modern Society.

Unit - III

Library legislation in Indian status: their salient features, deliver of books, Act copy right and Censorship Act, Intellectual property Act, Right to information Act.

Unit - IV

Library Building: Planning and designing, location, lighting and ventilation Role of librarian and architect in designing of building, furniture, ect.

Unit - V

Cooperative & Consulate: Library co -operation and resource sharing library extension services consultancy services, Role of professional associations with special reference to ILA,LASLIC,SISRRLF role of UNESCO.



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B. Lib & I. Sc.

Course	Subject Title	Subject Code	Credits		
			L	T	P
B. Lib & I.Sc.	MANAGAMENT OF LIBRARIES & INFORMATION CENTRES	BLS- 102	4	-	-

Course outcomes:

After completion of this course, the student will be in a position to understand the basics of management and how management principles are applied in library management. Further, they will have the ability to perform the basic housekeeping operations, prepare budget documents and perform the stock verification. They will be acquainted with the basics of collection management and Human resource management.

Unit - I

Concept of Management : Principles of Scientific Management, management, management of school of thought organizational structure policy making bodies of libraries. Library authority and library committee.

Unit - II

Human Resource Development : Job analysis, Job description, motivation in service training staff recruitment procedures, staff, formula.

Unit - III

Collection Development : Types of documents and selection principles, different types of section tools and their importance, Acquisition procedure. Budgeting (PPBS,ZBB). Accounting Library rules and regulations. Cost effectiveness Auditing.

Unit - IV

Technical section: Preparation of books for use routines of classification and cataloguing, filling routines, serial control. Acquisition methods. Methods of recording. Three card system and kardex.

Unit - V

Management and operation of various section, department maintenance section (Shelvin and stock verification binding), circulation section (work, system- Brows new ark).



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B. Lib & I. Sc.

Course	Subject Title	Subject Code	Credits		
			L	T	P
B. Lib & I.Sc.	KNOWLEDGE, ORGANISATION AND PROCESSING (Theory)	BLS- 103	4	-	-

Course outcome:

The outcome of this course is that the student after completion of the course will be in a position to understand the basic concept of organisation of knowledge. They will be able to differentiate between the various library classification schemes. Further, they will have an understanding of the theoretical foundation of the purpose, features and types of library catalogues.

Unit - I

Universe of subjects- structure, attributes and modes of formation. Library classification. Definition need & purpose, including knowledge classification. Canons of Classification.

Unit - II

General theory of library classification including normative principles. Facet analysis fundamental categories, common isolates, phase analysis, notation.

Unit - III

Design & development of schemes of library classification. Specifies of classification schemes introduction to CC, DDC & UDC. Trends in library classification.

Unit - IV

Library Cataloguing: Definition need and purpose. Theory and physical form. Standard codes of cataloguing- CCC & AACR-II kind of entries and theirs function. Personal & corporate authorship.

Unit - V

Principles of subjects cataloguing. Current trends in standardization in description & exchange AACR-II,ISBD,MARC ISO 2709,CCF. Introduction to ISBN & ISSN.



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B. Lib & I. Sc.

Course	Subject Title	Subject Code	Credits		
			L	T	P
B. Lib & I.Sc.	KNOWLEDGE, ORGANISATION AND PROCESSING (Classification & Cataloguing practice) DDC 19 th ed. And AACR-2	BLS- 104	4	-	-

Course outcome:

After completion of the course, the student will be in a position to build the classification numbers after the subject analysis of documents using the Colon Classification scheme and Dewey decimal classification scheme. Further, they will be aware of classifying documents having simple, compound and complex subjects.

1. Practical classification of books and periodicals according to Dewey decimal classification (19th Ed.). Adequate number of titles will be given from all disciplines. Candidates will be required to classify 15 titles out of 30. Each title will carry 2.5 marks and 5 marks for neatness.
2. Cataloguing practical according to Anglo – American cataloguing rules-1988 (Rev. AACR-2). In AACR-2 subject: Added entry will be prepared according to sears list of subject headings. Candidates will be required to catalogue fully 3 titles by AACR-2 out of 6. Each title will carry 12.5 marks and 5 marks for neatness.



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B. Lib & I. Sc.

Course	Subject Title	Subject Code	Credits		
			L	T	P
B. Lib & I.Sc.	DOCUMENTATION AND INFORMATION RETRIEVAL	BLS- 105	4	-	-

Course outcome:

After completion of this course, the student will be in a position to understand the intricacies of an information retrieval system. The paper further aims to build the Further, they will have the ability to evaluate and prepare effective search statements to retrieve information from information retrieval systems. They will be acquainted with the concept of an index, indexing languages, vocabulary control and the semantic web.

Unit - I

Documentation: Meaning genesis and scopes, facet of documentation, documentation list, documentation in India, Reprographic, Micrographic and translation services.

Unit - II

Index and indexing: types of indexes per and post co- ordinate indexing, UNITERM, keyword indexing (KWIC-KWOC, KWAC,KWWC) chain indexing.

Unit - III

Abstracting: Characteristics, elements types, Ranganathan's canon of abstracting. Important abstracting services, Indian science, Biological abstraction.

Unit - IV

National system: NISSAT, National Documentation centre of India: UNISIST, NISCAIR, DESIDOC, DELNET, and INFLIBNET.

Unit - V

Information storage and retrieval system: Meaning, purpose and evaluation. Search strategies, concepts of vocabulary control. Database: Definition, concept, structure and types. Data banks. Literature search in Databases.



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B. Lib & I. Sc.

Course	Subject Title	Subject Code	Credits		
			L	T	P
B. Lib & I.Sc.	INFORMATION TECHNOLOGY: BASIC	BLS- 106-(A)	2	-	2

Course outcome:

The outcome of this course is that the student after completion of the course will be in a position to understand the basics of information communication and technology relevant to librarianship and information management. Further, they will be aware of the latest technological advancements in the field of ICT such as databases, search engines and the Internet.

Unit - I

Concepts and Terminology of Computer and Information Technology. Evolution of a computer and computer generation. Categorization of computer. Hardware Basics: Computer processing unit (CPU), computer storage, Input device, Output device. Software basics: System software, Application software.

Unit - II

Library and Information network: Definition and Objectives. The range of network services. Types of network. Database management: Definition, need, concept of fields, records and files. Search strategies. Boolean operators. Multimedia and its use in library and information centers.

Unit - III

Information Technology: Definition, scope and history, CD-ROM, technology, DVD.

Unit - IV

An introduction to digital library, Electronic library and virtual library. Digital libraries: Growth and development, need and importance. Organisation of digital libraries. Infrastructure of digital libraries and digital library management. Internet resources for libraries and surfing on internet.

Unit - V

Features of Indian library software packages: library housekeeping software: SOUL, DSpace, open source software, DBMS, Introduction to Barcode and RFID techniques. Role of social media in library science.



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B. Lib & I. Sc.

Course	Subject Title	Subject Code	Credits		
			L	T	P
B. Lib & I.Sc.	ICT AND LIBRAR AUTOMATION	BLS- 106-(B)	2	-	2

Course outcome:

The objective of this course is to introduce the students with the basic concept of Information Communication technology. The students will also learn about the process of library automation and its related technology.

UNIT-1

Computer: Definition, Concept, History, Characteristics and functions, Computer Hardware: Memory, Input & Output devices, Basic Terminologies and their Conceptual Meaning: Log-on and Log-off, Online, Offline, Command, End User and Intermediary, Modem, Password, Prompt, Bit and Byte, and Response Time, Bandwidth, Processors, ASCII, bug, Back up, Virus, Micro Processor.

UNIT-2

An Overview of Library Software, types and their features, Library Automation: Definition and automated housekeeping operations, Selection and implementation of LMS software Study of Individual Automation Software Packages and their application: LIBSYS, SOUL, KOHA & New Gen Lib.

UNIT-3

Programming Languages: Types, Characteristics and their Applications, Computer Software- System Software and Application Software, Operating System: Windows and Linux.

UNIT-4

Definition, Need, Client server Architecture, Network types & Topologies, Components of a Network.

UNIT-5

Radio Frequency Identification (RFID) and its applications in libraries, Internet and Web technology: What is Internet, How does it work, Basic web, terminologies- TCP/IP, DNS, URL, Telnet, FTP, WWW, Multimedia technology and its application in libraries.



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B. Lib & I. Sc.

Course	Subject Title	Subject Code	Credits		
			L	T	P
B. Lib & I.Sc.	INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGY	BLS- 106-(C)	2	-	2

Course outcome:

To train the students in applying Information and Communication Technology in Libraries and Information Centers. Acquire skills required for handling different operating systems and use application software for office management, to understand the concepts of communication and networking technologies.

Unit: 1

Information and Communication Technology: Need and Purpose-Components - Application ICT in Libraries and Information Centres - Computer Hardware, Storage Devices; Input and Output Devices.

Unit: 2

System Software and Application Software; Programming Concepts, Operating Systems: Windows & LINUX / UNIX. Working with Windows.

Unit: 3

Communication Technology: Telecommunication-Transmission media: Switching, Band with, Multiplexing, Modulation Protocols - Wireless Communication tools and techniques: Fax, Tele Conferencing, Video Conferencing, Tele-text, Video Text and Bulletin Board Services.

Unit: 4

Networking Technology: Concept, Topologies - Types: LAN, WAN and MAN, Internet-Intranet, Integrated service digital network (ISDN) – Open system inter connection (OSI).

Unit: 5

Internet protocols and standards – HTTP, SHTTP, FTP, SMTP, TCP/IP, URI, URL. Data security, Networking security, Firewalls, Cryptographic techniques, Anti-virus software, Anti-spyware, Intrusion detection system.



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B. Lib & I. Sc.

Course	Subject Title	Subject Code	Credit		
			L	T	P
B. Lib & I.Sc.	REFERENCE SERVICE AND SOURCES OF INFORMATION	BLS- 107	4	-	-

Course outcome:

After completion of this course, the student will be in a position to understand the definition, purpose and types of libraries with their distinct functions and services. Further, they will be aware of the emerging trends in library organisation and services. The broad range of information sources and services available in various subject areas. Further, they will have the ability to evaluate and suggest authentic and useful information sources to library users. They will be having expertise in providing reference services to users of a library

Unit - I

Documentary sources of information: Print, non print including. Electronic media, nature, characteristics, Utility and evaluation of different types of information sources. Non documentary information sources. Categories primary, secondary and tertiary information sources. Internet as source of information.

Unit – II

Reference service: Meaning scope. Types of reference service: Short range and long ranges reference service. Reference service v/s information service. Reference service in public-academic and special libraries Reader's initiation/ orientation user education.

Unit - III

Bibliographies definition need and purpose. Types of bibliographies. Methods of compilation of a bibliography, Evaluation of Bibliographies.

Unit – IV

Encyclopedias, yearbooks and almanac, names as almanac.

Unit - V

Dictionaries, Directories, geographical sources, Bibliographical sources. Definition purpose and importance.

Notes: - List of reference and information source for purpose of evaluation in appended.



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B. Lib & I. Sc.

Course	Subject Title	Subject Code	Credit		
			L	T	P
B. Lib & I.Sc.	Information Technology, Computer Practical with Report and Viva-Voce	BLS- 108		-	4

Dissertation

The Candidate is required to submit the report of a work undertaken by him in consultation with a Faculty member. The topic of the dissertation shall be fixed in consultation with the teacher at the beginning of the year. The project report shall be evaluated both by the external examiner and internal examiner out of 50 marks. The viva voce shall be conducted on the basis of candidate presentation of his work and evaluation will be out of 50 marks.

Computer Practical

Computer Connectivity, Operating systems

MS office: MS-Word, MS-Excel, MS-Access and MS-Power point.

Database Creation using SOUL

Search in databases

Searching on INTERNET.



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Books Recommended:-

Paper-I

- Ranganathan, S.R. Five Laws of Library Science, Madras Library Association, Madras, 1957.
- India, National (Advisory committee for) Report, manager of publication, Delhi, 1959.
- UNESCO, National Libraries their problem and prospects unesco, paris, 1960.
- Agrawal, S.S. Granthalaya sanchalan tatha prabandh, shri ram mehra agra, 1876.
- Shrivastava, S.N. & verma, S.C. Pustkalaya sangathan avum sanchalan, Rajasthan Hindi Granth Academy, Jaipur, 1973.
- Sharma H.D. Library Building Planning & Furniture, 1970.
- Kaula, P.N. Library Building Planning & Design, Vikas, Delhi, 1971.
- Sharma J.S. Library Organization, Vikas, Delhi, 1978.
- Krishan Kumar Library Organization Vikas, Delhi, 1982.
- Mittal R.L. Library administration: theory and practice, metropolitan, Delhi.

Paper-II

- Mittal, R.L. Library Administration: Theory and Practice, Metropolitan, Delhi
- Hitt, Michael. Effective Management, West Publishing New York, 1978.
- Koontz, Harold Management ed. 8th McGraw hill, New York, 1984.
- Tripathi P.C. and Reddy, P.N. Principles of Management ed. 2nd tata McGraw hill New Delhi, 1991.
- Kaula P.N. Library Building Planning and Design, Vikas Publication, Delhi, 1971.

Paper-III

- Ranganathan, S.R. Elements of Library Classification, ed. 3rd Asia Publishing House, Bombay, 1962.
- Ranganathan, S.R. Descriptive account of colon classification, Asia Publishing House, Bombay, 1967.
- Sayers, W.B.C. Introduction to Library Classification ed. 9th Grafton, London, 1958.
- Shrivastava, A.P. Theory of knowledge classification in Libraries, Laxmi Book store, New Delhi, 1973.
- Millsó Modern Outline of Library classification chapman and hall, London, 1960.
- Ranganathan, S.R. Prolegomena to library classification ed. 3rd Asia Bombay, 1967.



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Paper- IV

- Champavat V.V. colon classification: Practical study, RBSA,Jaipur 1986.
- Comaromi J.P. & Satijja, M.P. Dewey Decimal classification: practice, sterling,Delhi 1989.
- Sood, S.P. and Raotani, M.R. practical book of Decimal classification, RBSA, Jaipur, 1987.
- Ranganathan, S.R. Elements of library classification. Ed. 2nd SR Endowment, Bangalore, 1989.
- Satija M.P. Manual of practical colon classification. Ed 2nd sterling, New Delhi, 1989.
- Vishwanathan C.G. cataloguing theory and practice ed.4th, Today and Tomorrow printers and publishers, 1970.

Paper-V

- Ranganathan S.R. Reference Service, Ed. 2nd Asia, Bombay, 1971.
- Rowland,Arthur ray Reference Service, Shoestring press, Hamden, 1964.
- Wilson T.D. & Stephenson J Dissemination of information, ed. 2nd Clive Bingley, London, 1969.
- Sundeswaran, Sandarbha sewa Hindi Academy, Bhopal.
- Suheela Kumar,Changing Concepts of Reference Service, Vikas Delhi,1974.
- Katz, William Introduction to reference work: basic information sources. Vol.1 ed.5th Mac Graw hill New York, 1987.
- Sengupta B Indian Reference and Information Sources world press Calcutta 1981.

Paper-VI

- Foskett, D.J. information Services in Libraries. Ed 2nd Archon Books, Hamden, 1967.
- Hutchins, Margaret Introduction to Reference works ALA Chicago, 1994.
- Ranganathan S.R. Reference Services Ed. 2nd Asia Bombay 1961.
- Wilson T.D.O. & Stephenson J. Dissemination of Information Ed. 2nd Clive Bingley, London 1969.
- Chakrabarti B. & Sengupta B.O. Fundamental of Reference Service World press Calcutta 1985.
- Krishan Kumar Reference Service ed. 4th Vikas Delhi 1991.
- Mukerjee A.K. Reference Works and Its tools Ed. 2nd World press Calcutta 1971.

Paper-VII

- Rajaraman V. Fundamentals of Computers, prentice hall of india, new Delhi, 1991.
- Sehgal R.L. Information Technology for Libraries, Ess Ess Publication, New Delhi, 1998.



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- Sinha P.K. Computer Fundaments BPB Publication, New Delhi.
- Bawden D and Blakmen K. Going Automated ASLIB London, 1990.
- Nolan J.M. Micro software evaluation Nolan information service, 1984.
- Rowley, Jennifer, The Electronic Library, ed. 4th LA Publishing London, 1998.

Paper-VIII

- Rajaraman, V. Fundamentals of Computers, prentice hall of India New Delhi.
- Sehgal R.L. Information Technology for libraries, EssEss publication, New Delhi 1998.
- Sinha, P.K. Computer Fundamentals, BPB Publication, New Delhi.
- Bawden D and Blakmen K. Going Automated ASLIB London, 1990.
- Nolan J.M. Micro software evaluation Nolan information service, 1984.
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